



Trustees' Annual Report for the period							
From	Period start date			To	Period end date		
	1st	April	2021		31st	March	2022

## Section A

## Reference and administration details

Charity name

**The Westway**  
Community & Wellbeing Centre

Registered charity number (if any)

1188850

Charity's principal address

The Westway

25 Chaldon Road

Caterham, Surrey

Postcode

CR3 5PG

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	June Hopkins	Chair	20 August 2020 - present	
2	Caroline Liggins		20 August 2020 - present	
3	Lesley Dodd		1 October 2019 – 16 <sup>th</sup> August 2022	
4	Connie Lewis		20 August 2020 – 27 <sup>th</sup> April 2022	
5	Christopher Botten		1 October 2019 – 26 <sup>th</sup> April 2022	
6	Jeremy Webster		1 October 2019 – 1 <sup>st</sup> July 2021	
7	Ian Macaulay		1 April 2022 – 16 <sup>th</sup> December 2022	
8	Alison Williams		1 April 2022 - present	
9	Ralph Linsell		1 April 2022 - present	

### Names and addresses of advisers

Type of adviser	Name	Address
Volunteering Advisor	Lynne Martin	Tandridge Voluntary Action, Oxted
Health Advisor	Dr Richard Wright	Eothen House Surgery, Caterham, CR3 6JU
Transport Advisor	Patrick Cannon	East Surrey Dial a Ride, The Westway, Caterham, CR3 5PG
Council Advisor	Alison Boote	Tandridge District Council, Oxted,
Parish Cllr Advisor	Annette Evans	Caterham Valley Parish Council, Caterham
Parish Cllr Advisor	Sakina Bradbury	Caterham Valley Parish Council, Caterham

**Name of chief executive or names of senior staff members**

Claire Richards – Westway Manager
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<b>Section B</b>	<b>Structure, governance and management</b>
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**Description of the charity's trusts**

Type of governing document

Constitution

How the charity is constituted

CIO - FOUNDATION

Registered 01 Apr 2020 as amended on 17 Jan 2021

Trustee selection methods

1. Open request to community made via newsletter, social media, Tandridge Voluntary Action
2. Informal Interview with Trustee board or representative
3. Reference checks
4. Appointment by Chair

**Additional governance issues**

Relationship with any related parties;

The Westway Charity receives an annual £100,000 grant from Tandridge District Council.

In March 2019 the Tandridge District Council Housing Committee agreed that:

“... in accordance with its delegated powers, the Committee determines that in principle, a contract for providing activities from the Douglas Brunton Centre (renamed The Westway), which includes reducing social isolation among older people, be offered to a Community Interest Company (now The Westway Charity), commencing on the 1st October 2019 for an initial three-year period with the potential for an extension following review.”

The Westway Charity is independent – Tandridge District Council Officers continue to have oversight of the initial aims that the centre should operate in a way that reduces social isolation among older people. They nominate an advisor to the Trustee Board.

The above arrangement will end in 2022 / 23 when the Westway Charity will take a 15 lease for the Westway building.

**Summary of the  
objects of the  
charity set out in its  
governing document**

The objects of the Westway Charity are:

1. To support and work together with people who live in our local area (Caterham and Caterham on the Hill and the neighbourhood).
2. To link up and work with partners, charities and businesses from health, education, leisure and social care.
3. To be active in our community, running a community centre and an outreach programme so we can develop services that are needed locally – offering people:
  - Somewhere to meet others and learn new skills.
  - Somewhere to chat, dine and feel part of the community – combating social isolation and loneliness.
  - Somewhere to enjoy music, leisure activities, gardening, arts and crafts.
  - Somewhere to volunteer and make a difference.
  - Somewhere that's safe to ask for help, find out information or access more specialist support.
4. We aim to improve the quality of life of people in our area by providing health and wellbeing services:
  - provide an effective multi agency approach to support residents with various health related and wellbeing issues
  - receive from and make referrals to local authorities, GP surgeries, health organisations, charitable organisations, voluntary groups and other associated services
  - provide a signposting service to other local organisations and specialist services
  - not duplicate services provided elsewhere which could be accessed locally unless there should be a specific need to do so
5. To support people during times of local or national crisis by
  - providing emotional and practical support
  - being a focal point and link organisation within the community

We are inclusive and aim to support anyone in need whatever their age or background, whether they are unwell or have a disability, whether they are struggling financially or something else.

**Summary of the main activities undertaken for the public benefit in relation to these objects**

The second year of The Westway Charity has seen us providing services to local people for public benefit:

- The Westway have run an activity and social programme for local people of all ages. Costs to join are kept to a minimum and are waved when they pose a barrier to participation. Activities are planned together with service users and volunteers, and promote social interaction, learning, wellbeing and enjoyment.
- The centre re-started full operations as the nation came out of lockdown and people grew in confidence.
- The centre and large volunteer team supported the delivery of a GP led vaccine centre – at its close in Dec 21, it had delivered over 75,000 jabs.
- There are 550 people registered as service users with The Westway.

During this year the charity retained many volunteers to support our wellbeing offer to the local community. The Westway work jointly with local agencies: Salvation Army, CAB, Community Matrons, Tandridge Wellbeing Service, Hygiene Bank and Food Bank to name a few.

- With a grant from NHS Charities our Outreach service continued to support vulnerable community members – including emotional and practical support such as shopping, travel and prescription collection services, phone befriending, meals on wheels, emergency food parcels. Where appropriate people were signposted to and supported to access services provided by other agencies.

The Westway worked throughout the year in partnership with health and wellbeing services – hosting services to ensure local people were able to access family health, carer, and mental health support, with an aim of reducing health inequality.

The Westway trustees have due regard to the Charity Commission's public benefit guidance and have been mindful of it when exercising their powers and duties in areas of the Charity's work, where the guidance is relevant. Any private benefits from The Westway operations are incidental, other than to those as a beneficiary.

**Additional Information**

Special note is made of the fantastic contribution made by the Westway Volunteers - people of all ages and backgrounds - who have worked together tirelessly throughout the year.

As a new charity their contribution and enthusiasm in difficult circumstances has been immeasurable.

Volunteers have taken leads in administration, fundraising, activity organisation, backing up the small team of paid staff.

**Summary of the main achievements of the charity during the year**

The Westway Community and Wellbeing Centre has completed its second year as a charity – notable achievements include:

**Partnership working** - developing community connections with a diverse group of agencies, statutory services and community groups;

- Health partnerships with First Community Health – Children & Family Services, Community Matrons and Tandridge Wellbeing Prescription Services remain successful. The centre now also supports Retinal Eye Screening, podiatry and other related services.
- Delivery Partners such as The Salvation Army, Caterham Foodbank and The Hygiene Bank – working to ensure emergency food, toiletries and fuel vouchers are available to all.
- Young Partners such as The Duke of Edinburgh volunteering programme, Caterham School and Clifton Hill Special School - ensuring The Westway benefits from the contribution young people can make as volunteers.
- Local partners building community resilience such as the Parish Council and Neighbourhood Plan Group.
- Local partners who can help us build an 'inclusive Westway' such as Surrey Choices, Prospero Theatre company and The Arc.
- Hosting the Christmas Day Churches Together Christmas lunch, Salvation Army and Rotary Club carol services.

**Offering inclusive services and activities** – building on previous work;

- Offering a weeklong programme of community activities.
- Running a Meals on Wheels Service – delivered by volunteers.
- Offering tai chi for everyone and introducing additional musical activities – ensuring all activities are inclusive and welcoming to people with learning disabilities, those with dementia.
- Opening our dining room for fresh cooked meals and companionship.
- Working with local volunteers to develop their own ideas including peer to peer groups for those experiencing mental ill health.
- Supporting our hair care team to work with youngsters on the autistic spectrum.

**Establishing The Westway in the wider community** - identifying local needs;

- Offering our adapted bathroom to those needing accessible facilities due to changed mobility, hardship or temporary housing.
- Fund raising for and delivering a Welfare / Hardship fund – making awards to those in need.

- Providing information about pandemic issues and supporting people access vaccination opportunities.
- Organising (with partners), volunteer and community social events.

**Supporting Others** – using The Westway to help other agencies deliver their own programme of activities and thus widening our community reach:

- Fund raising events for Dial-a-Ride and Bletchingley Skills Centre for people with disabilities.
- Supporting drama and dance initiatives.
- Working closely with Citizens Advice to enable them to meet more vulnerable people and organising our own Outreach Service to offer practical support – including supporting people deal with plumbing emergencies, light bulb changing, the clearance of rubbish, liaising with statutory services, the provision of phones, clothing and other essentials.
- Shopping and prescription collections continued with those still housebound.
- Support with essential transport utilising Dial-a-Ride resources.

**As Covid rates declined** we began:

- Providing support to enable anxious people to get back involved in community life.
- We developed a full programme of activities – re-introducing popular sessions and introducing new activities. Sunday lunches and community dining returned.
- Support for people without bank cards or internet banking to access cash. Delivery of emergency food and hygiene packs to those in need.
- Providing IT access and teaching people to use their own devices.

## Section E Financial review

### Brief statement of the charity's policy on reserves

The Trust will build and maintain sufficient reserves to meet:

- fluctuations in short-term expenditure.
- Regular maintenance requirements.
- provision of alternative services in the event of a major loss of facilities.

The Trust's reserves will be held in a current account and in savings accounts (if needed) with any reputable financial organisation providing an acceptable rate of interest and instant access. The level of these reserves shall be equivalent to three months gross expenditure.

Any changes to these banking arrangements must be approved by the Trustees at a Trustee's meeting.

The Centre Manager or Bookkeeper will report on changes to the reserves to the Trustees. The Trustees will review the locations and the levels of the reserve funds to determine any adjustments to be made.

### Details of any funds materially in deficit

N/A

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

In our second year as a charity we have consolidated our financial position – working with local Councils, Funders and donors to ensure a mixed funding model is maintained.

The ongoing pandemic led to the Charity diversifying – including opening as a vaccine centre with costs met by NHS England.

## Section F Other optional information



These accounts were prepared on a receipts and payments basis. Utilities recharges and professional fees related to 2021/2022 were paid in year 2022 / 2023.

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	June Hopkins	Ralph Linsell
Position (eg Secretary, Chair, etc)	Chair of Trustees	Trustee
Date	23rd January 2023	





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name	No (if any)
The Westway Community and Well Being Centre	1188850

CC16a

## Receipts and payments accounts

For the period from	Period start date 01/04/2021	To	Period end date 31/03/2022
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### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
	-	-	-	-	-
Donations from Individuals	4,634	-	-	4,634	16,334
Donations from organisations/Companies	-	57,604	-	57,604	68,124
Grants	68,782	1,600	-	70,382	119,356
Meals on Wheels / Café sales	23,323	-	-	23,323	11,112
Venue Hire	39,303	-	-	39,303	5,682
Activities/Events	3,250	-	-	3,250	840
Membership fees	2,457	-	-	2,457	-
Other Revenue	11,815	-	-	11,815	-
<b>Sub total (Gross income for AR)</b>	<b>153,563</b>	<b>59,204</b>	<b>-</b>	<b>212,767</b>	<b>221,448</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>153,563</b>	<b>59,204</b>	<b>-</b>	<b>212,767</b>	<b>221,448</b>
<b>A3 Payments</b>					
	-	-	-	-	-
Cost of Activities/Events	21,693	-	-	21,693	26,568
Transport /Travel	3,996	-	-	3,996	6,263
Staff costs	102,590	-	-	102,590	99,723
Welfare	2,996	-	-	2,996	4,347
Health & Safety	2,747	-	-	2,747	1,719
Repairs and Maintenance	8,175	-	-	8,175	4,597
Printing and Stationery	2,876	-	-	2,876	3,777
IT costs	4,360	-	-	4,360	6,290
Insurance	932	-	-	932	844
Utilities	5,447	-	-	5,447	16,040
Professional fees and services	1,083	-	-	1,083	11,681
Other equipment	5,709	-	-	5,709	5,899
Other expenses	1,330	-	-	1,330	1,468
	-	-	-	-	-
<b>Sub total</b>	<b>163,933</b>	<b>-</b>	<b>-</b>	<b>163,933</b>	<b>189,216</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	4,704
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,704</b>
<b>Total payments</b>	<b>163,933</b>	<b>-</b>	<b>-</b>	<b>163,933</b>	<b>193,920</b>
<b>Net of receipts/(payments)</b>	<b>- 10,370</b>	<b>59,204</b>	<b>-</b>	<b>48,834</b>	<b>27,528</b>

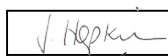

A5 Transfers between funds	101,084	- 101,084	-	-	-
A6 Cash funds last year end	- 29,647	73,031	-	43,384	15,856
<b>Cash funds this year end</b>	<b>61,067</b>	<b>31,151</b>	<b>-</b>	<b>92,218</b>	<b>43,384</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £																																				
<b>B1 Cash funds</b>	<table border="1"> <tr><td>Petty Cash</td><td>180</td><td>267</td><td>-</td></tr> <tr><td>Current account</td><td>59,556</td><td>30,884</td><td>-</td></tr> <tr><td>Amenities account</td><td>1,330</td><td>-</td><td>-</td></tr> <tr><td><b>Total cash funds</b></td><td><b>61,067</b></td><td><b>31,151</b></td><td><b>-</b></td></tr> </table> <p>(agree balances with receipts and payments account(s))</p>	Petty Cash	180	267	-	Current account	59,556	30,884	-	Amenities account	1,330	-	-	<b>Total cash funds</b>	<b>61,067</b>	<b>31,151</b>	<b>-</b>	OK	OK	OK																				
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<b>B2 Other monetary assets</b>	<table border="1"> <tr><td>Details</td><td>Unrestricted funds to nearest £</td><td>Restricted funds to nearest £</td><td>Endowment funds to nearest £</td></tr> <tr><td></td><td>-</td><td>-</td><td>-</td></tr> <tr><td></td><td>-</td><td>-</td><td>-</td></tr> <tr><td></td><td>-</td><td>-</td><td>-</td></tr> <tr><td></td><td>-</td><td>-</td><td>-</td></tr> <tr><td></td><td>-</td><td>-</td><td>-</td></tr> <tr><td></td><td>-</td><td>-</td><td>-</td></tr> </table>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £		-	-	-		-	-	-		-	-	-		-	-	-		-	-	-		-	-	-											
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<b>B3 Investment assets</b>	<table border="1"> <tr><td>Details</td><td>Fund to which asset belongs</td><td>Cost (optional)</td><td>Current value (optional)</td></tr> <tr><td></td><td></td><td>-</td><td>-</td></tr> <tr><td></td><td></td><td>-</td><td>-</td></tr> <tr><td></td><td></td><td>-</td><td>-</td></tr> <tr><td></td><td></td><td>-</td><td>-</td></tr> <tr><td></td><td></td><td>-</td><td>-</td></tr> </table>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)			-	-			-	-			-	-			-	-			-	-															
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<b>B4 Assets retained for the charity's own use</b>	<table border="1"> <tr><td>Details</td><td>Fund to which asset belongs</td><td>Cost (optional)</td><td>Current value (optional)</td></tr> <tr><td></td><td></td><td>-</td><td>-</td></tr> <tr><td></td><td></td><td>-</td><td>-</td></tr> <tr><td></td><td></td><td>-</td><td>-</td></tr> <tr><td></td><td></td><td>-</td><td>-</td></tr> <tr><td></td><td></td><td>-</td><td>-</td></tr> <tr><td></td><td></td><td>-</td><td>-</td></tr> <tr><td></td><td></td><td>-</td><td>-</td></tr> <tr><td></td><td></td><td>-</td><td>-</td></tr> </table>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)			-	-			-	-			-	-			-	-			-	-			-	-			-	-			-	-			
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<b>B5 Liabilities</b>	<table border="1"> <tr><td>Details</td><td>Fund to which liability relates</td><td>Amount due (optional)</td><td>When due (optional)</td></tr> <tr><td></td><td></td><td>-</td><td></td></tr> <tr><td></td><td></td><td>-</td><td></td></tr> <tr><td></td><td></td><td>-</td><td></td></tr> <tr><td></td><td></td><td>-</td><td></td></tr> <tr><td></td><td></td><td>-</td><td></td></tr> </table>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)			-				-				-				-				-																
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Signed by one or two trustees on behalf of all the trustees

Signature

Print Name

June Hopkins  
 Ralph Linsell

Date of approval

23.1.23  
 23.1.23



**Independent examiner's report to the trustees of The Westway Charitable Incorporated Organisation (the C.I.O)**

I report to the trustees on my examination of the accounts of The Westway C.I.O for the year ended 31<sup>st</sup> March 2022.

**Responsibilities and basis of report**

As the charity trustees of the C.I.O you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the CIO's accounts carried out under section 145 of the Act.

In carrying out my examination I have followed all the applicable directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept as required by section 130 of the Act; or
2. The accounts do not accord with those records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Name: Brian Downs  
Downs & Co  
ACCA

Address: 1-2 The Grange, High Street, Westerham, TN16 1AH

Date: 23.1.2023